

NOTE: Step 1–26 in the E-Recruiting Training Guide must be completed before adding the scoring plan information shown below.

0 items in the basket. [Checkout](#)

Type	Item	Basket	
Show All Items			
Clerical & Data Entry (4)	Accounting and Finance (1)	Health Services (1)	
Legal (3)	Education (5)		
Add New Item			
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z			
Search for question: <input type="text"/> Go			
14 records found.			
Page 1 of 1			
Type	Item	Basket	Action
Data Entry and Information Management	Ability to use a Spreadsheet program	Add	Edit Delete
Data Entry and Information Management	Develop and revise department forms:	Add	Edit Delete
Data Entry and Information Management	Type complex documents such as legal documents or reports:	Add	Edit Delete
Data Entry and Information Management	Type short and simple documents such as memos, form letters, address labels or forms:	Add	Edit Delete
Education	High school education	Add	Edit Delete
Education	Highest level of education	Add	Edit Delete
Overall computer and clerical experience	Ability using MS Word	Add	Edit Delete
Summary of Work Experience	Experience working with the public	Add	Edit Delete
Summary of Work Experience	Months of 'Full-time' experience	Add	Edit Delete
Summary of Work Experience	Months of 'Part-time' experience	Add	Edit Delete
Summary of Work Experience	Previous work settings	Add	Edit Delete
Summary of Work Experience	Years experience managing elections	Add	Edit Delete
Type of Agencies	Type of work setting	Add	Edit Delete
Typing/Document Production	Type at least 60 WPM?	Add	Edit Delete

You are now at the list of available supplemental questions in the item bank. Click on the 'Add' link in the 'basket' column for the questions you wish to associate to your job posting.

When done adding the questions, Click on the 'Checkout' link in the upper-right-hand corner of the screen (the chosen questions will appear)

27. You should now be on the 'Supplemental Questions' page. (You must input information in every field with a red asterisk next to it.

Create Structured Supplemental Questions

Create the following questions:

Question 1: Do you have a High School diploma or G.E.D.?

Question 2: Do you have at least two years of clerical experience?

- **Response Format:** **Select from Choices**
 - **Input Type:** **Radio**
 - **Responses Options:** **Yes – 1 point; No – 0 points**
Note: Be sure to enter an Internal Code, such as 'Y' for Yes and 'N' for No.
- Required Question:** **Yes**
- **Confidential Question:** **No**
 - **Employer Use Only:** **No**
 - **Click "SAVE"**

* Question

* Response Format ☐ Text Answer ☒ Select From Choices Answer ☐ Yes/No Answer

* Input Type

* Response Options When you choose the "Select From Choices" response format, you need to provide several response options from which job seekers can choose. To enter the options use a spreadsheet box displayed below.

- **Internal Code** (optional) - (SIGMA or TRAC) code -- Ex. LA
- **Response Option** - Actual response option as it appears to a job seeker. -- Ex. Los Angeles
- **Points** (optional) - A number of points for this question. -- Ex. 0.5

Please enter the response options into the space below.

Internal Code	Response Option	Points	Sort
Y	Yes	1	▲ ▼ DELETE
N	No	0	▲ ▼ DELETE

* Is the candidate required to answer the question? ☒ Yes ☐ No

Confidential Question ☐ Yes ☒ No

Employer Use Only ☐ Yes ☒ No

28. After creating supplemental questions, click on the '**Scoring Plan**' link at the top of the page.

Create Scoring Plan

Click the '**Add New Scoring Factor**' link

Fill in the Scoring Factor information:

- **Factor Title:** 'MQs'
- **Type:** 'Scored'
- Click '**Save**'

00002 Administrative Assistant 2

[Scoring Plan](#) > [Scoring Factors](#) > Scoring Factor Cases

* Factor Title

* Type ☐ Pass/Fail ☒ Scored

Comments

29. Fill in the additional required fields:

- **Score Points From:** 'Supplemental Questions'
- **Factor Questions:** Place a **check mark** in the box next to each question that should be automatically scored
- Click '**Save**'

00002 Administrative Assistant 2

[Scoring Plan](#) > [Scoring Factors](#) > Scoring Factor Cases

* Factor Title

* Type ☐ Pass/Fail ☒ Scored

* Score Points From ☒ Supplemental Questions ☐ Cases

* Factor Questions

☒ Do you have a High School diploma or G.E.D.?

☒ Do you have at least two years of clerical experience?


Formula

Comments

30. The scoring factor will be listed on the Scoring Plan page:

00002 Administrative Assistant 2				View Supplemental Questions	Show Questions
Scoring Plan > Scoring Factors > Scoring Factor Cases					
Add New Scoring Factor				Show Cases	
SF	Name	Type	Case	# of Cases	Action
1	MQs	Score	Auto Score	N/A	Edit Delete

31. Click on the 'My HR' link in the upper-right-hand corner to verify that the posting was created successfully (it will appear in the top section of the My HR screen ('Active Postings')).



Michelle's HR									
Active Postings 1 record found. Page 1 of 1									
Job #	Job Title	Hits	Active	Total	Days Adv.	Adv. To	Exam	Action	
00038	Maintenance Worker 1 - MC	0	0	0	0	05/31/05 05:00 PM	00038	Edit	Remove

- Note: If you do not see it in that top section, you either clicked on 'Draft' or set the advertising dates in the future. Find the posting on the screen and click the 'Edit' link. Make the necessary changes and save the posting. Repeat this process until it appears in the 'Active postings' section on the My HR page.

32. Click on "Exam Number" under the Active Posting



Michelle's HR									
Active Postings 1 record found. Page 1 of 1									
Job #	Job Title	Hits	Active	Total	Days Adv.	Adv. To	Exam	Action	
00038	Maintenance Worker 1 - MC	0	0	0	0	05/31/05 05:00 PM	00038	Edit	Remove

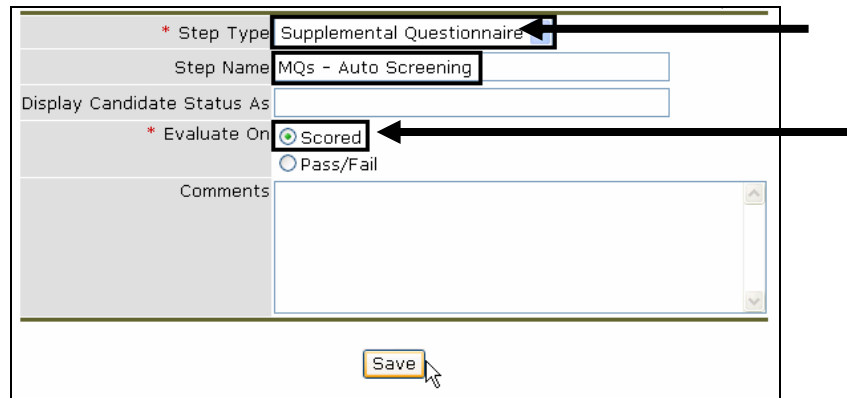
Fill out the Exam Plan Detail; Evaluation Plan Set- up (As an Analyst/Recruiter)

33. Click the 'Add Step' link in the Evaluation Step section of the Exam Plan:

Job Posting					
Job #	Job Title	Status	Last Updated	Assigned To	Action
00002	Administrative Assistant 2	Continuous	03/23/06	King Neptune	Edit Delete
Recruiting Plan Add New					
Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
Evaluation Steps Add Step View Applicants (0) View Applicants by Step (0) App Flow					
Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	0	

34. Fill in the Evaluation Step information:

- **Step Type:** 'Supplemental Questionnaire'
- **Step Name:** Enter any name to describe this evaluation step'
- **Evaluate On:** 'Scored'
- Click 'Save'



A screenshot of a web form for configuring an evaluation step. The form has several fields: 'Step Type' is a dropdown menu set to 'Supplemental Questionnaire'; 'Step Name' is a text box containing 'MQs - Auto Screening'; 'Display Candidate Status As' is a text box; 'Evaluate On' has two radio buttons, 'Scored' (which is selected) and 'Pass/Fail'; 'Comments' is a large text area. At the bottom right is a 'Save' button. Two black arrows point to the 'Supplemental Questionnaire' dropdown and the 'Scored' radio button.

Note: The combination of 'Supplemental Questionnaire' step type and evaluating on a 'Scored' basis are necessary for Insight to utilize the scoring plan for this evaluation step.

35. Enter Final Score Weight: '0'

(when screening for MQ's only, only applicants with 100% will pass, so the weight doesn't really make a difference in this example)

36. Calculate Final Score: 'Percentage Score'

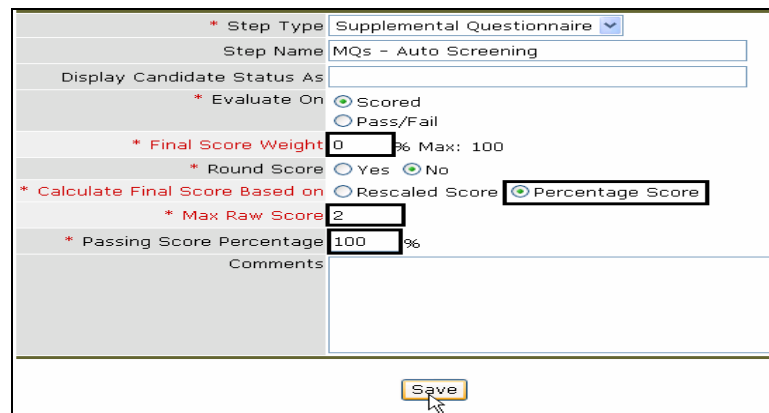
37. Enter Max Raw Score: '2'

(the maximum number of points that an applicant can earn on all scored questions in the scoring plan)

38. Enter Passing Score %: '100%'

(applicants must answer 'Yes' to both questions, i.e. 2 out of 2 points = 100%)

- Click 'Save'



A screenshot of a web form for configuring a scoring plan. The form includes: 'Step Type' dropdown set to 'Supplemental Questionnaire'; 'Step Name' text box with 'MQs - Auto Screening'; 'Display Candidate Status As' text box; 'Evaluate On' radio buttons with 'Scored' selected; 'Final Score Weight' text box with '0' and '% Max: 100' next to it; 'Round Score' radio buttons with 'Yes' and 'No' (selected); 'Calculate Final Score Based on' radio buttons with 'Percentage Score' selected; 'Max Raw Score' text box with '2'; 'Passing Score Percentage' text box with '100' and '%' next to it; and a 'Comments' text area. A 'Save' button is at the bottom right.

The scoring plan set-up is now complete.

Additional Scoring Plan Instructions

To view Candidates' results after moving them through your evaluation steps:

- Click on "View Exam Plan" which is located right above your "Step 1"
- Under "Evaluation Steps" section, click on "View Results" beside the step that you want to review
- Click on "View" under the Details column for the candidate that you want to review

To override the score:

- From "View Applicants By Step" screen, click on the candidate's "Disposition"
- Change "Raw Score" to a passing score (more than likely your "Max Raw Score"-total # of points an applicant can receive)
- Checkbox "Override Score"
- Type in "Comments" on why you had to override the score
- Click on "Save"
- Disposition should change to "Pass"